

PLANS/INTELLIGENCE SECTION CHIEF CHECKLIST

Responsibilities

The Plans Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of information about the development of ongoing incident(s) and status of resources, and demobilization of resources. Information is needed to understand the current situation, predict probable course of incident events, and prepare alternative strategies and operations for ongoing incidents. Incident/Event goals and strategies should be established before the planning meeting. For this purpose, it may be necessary to hold a strategy meeting prior to the planning meeting. Prepares and distributes the SECC Action Plan and facilitates action planning meetings. Conducts Advance Planning activities.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from SECC IC.
- ☐ Ensure that the Plans/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Based on the situation, activate units within section as needed and designate Unit Leaders for each element:
 - Situation Unit
 - Resource Unit
 - Advance Planning
 - Documentation
- ☐ Request additional personnel for the section as necessary to maintain a 24-hour operation.
- ☐ Establish contact with the local EOC's and forward Situation Status Reports and information to their Plans/Intelligence Section.
- ☐ Meet with Operations Section Chief; obtain and review any major incident reports.
- ☐ Review responsibilities of Groups in section; develop plan for carrying out all responsibilities.
- ☐ Make a list of key issues to be addressed by Plans/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial operational period.
- ☐ Keep the SECC IC informed of significant events.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase Actions

- ☐ Ensure that Plans/Intelligence position logs and other necessary files are maintained.
- ☐ Ensure that the Situation Unit is maintaining current information for the situation status report.
- ☐ Collect and process Situation Reports and information about ongoing incidents.
- ☐ Ensure that a situation status report is produced and distributed to SECC Sections and local EOC's at least once, prior to the end of the operational period.
- ☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

- ☐ Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.
- ☐ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- ☐ Facilitate the SECC action planning.
- ☐ Provide input to the SECC IC and Operation Section Chief in preparing SECC Action Plan.
- ☐ Incorporate plans or maps into the Incident Action Plan.
- ☐ Ensure that the SECC Action Plan is completed and distributed prior to the start of the next operations period.
- ☐ Work closely with each unit within the Plans/Intelligence Section to ensure the section objectives, as defined in the current SECC Action Plan, are being addressed.
- ☐ Advise the General Staff of any significant changes provided by local incident Situation Reports.
- ☐ Ensure that the advance planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operations period; particularly those situations which may influence the overall strategic objectives of the SECC
- ☐ Ensure that the Documentation Unit maintains files on all activities related to the event, and provides reproduction services for the SECC, as required.
- ☐ Provide technical services, such as energy advisors and other technical specialists to all SECC sections as required.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- ☐ Prepare recommendations for release of resources.
- ☐ Oversee preparation and implementation of Demobilization Plan.
- ☐ Maintain SECC Time Record and ICS-214 Activity Log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Situation Unit Leader Checklist

Responsibilities

The Situation Unit Leader is responsible for the collection and organization of incidents status and situation reports and information and the evaluation, analysis, and display of that information for use by SECC personnel. The Situation Unit may prepare future projections of incidents growth, maps, and intelligence information. Ensure that all maps, status boards and other displays contain current and accurate information. Supervise Situation Unit.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from Plans/Intelligence Chief.
- ☐ Ensure that there is adequate staff available to collect and analyze incoming information and maintain the Situation Status Report.

Operational Phase Actions

- ☐ Ensure position logs and other necessary files are maintained.
- ☐ Oversee the collection and analysis of all event/or disaster related information.
- ☐ Prepare, post or disseminate resource and Situation Reports as required, including special requests.
- ☐ Ensure that each SECC Section provides the Situation Status Unit with status reports on a regular basis.
- ☐ Meet with the Public Information Officer to determine the best method for providing them with up-to-date information.
- ☐ Prepare periodic predictions or as requested.
- ☐ Post data on unit work displays and SECC displays at scheduled intervals.
- ☐ Gather law enforcement intelligence information, if necessary, from the Montana All Threats Center.
- ☐ Prepare a situation summary for the SECC Action Planning meeting.
- ☐ Participate in planning meetings as required by Plans/Intelligence Section Chief.
- ☐ In preparation for the Action Planning meeting, ensure that all SECC objectives are posted on chart paper or projector display, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.)
- ☐ Ensure that adequate staff is assigned to maintain all maps, status boards and other displays.
- ☐ Supervise Situation Unit Staff.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

GIS Manager Checklist

Responsibilities

The GIS Manager is responsible for the operation of the GIS Unit and all of the services and products produced by the Unit. The GIS Manager reports to the Situation Unit leader. This position oversees the assignments, priorities, and deliverables of the GIS Specialists or GIS Techs.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from Situation Unit Leader or the Plans/Intelligence Chief.
- ☐ Ensure that there is adequate staff available to collect and analyze incoming information and maintain the Situation Status Report.

Operational Phase Actions

- ☐ Liaison with the Situation Unit Leader.
- ☐ Participation in Planning Unit meetings, as required.
- ☐ Supervision of the GIS Unit & product priority setting.
- ☐ Cartographic production of the standard map products.
- ☐ Data conversion, input, and editing.
- ☐ Data and project documentation.
- ☐ System administration.
- ☐ Supervise GIS Staff.
- ☐ System backup.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

GIS Specialist Checklist

Responsibilities

Develops cartographic products and displays.

Activation Phase Actions

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Obtain briefing from the GIS Unit Manager or Situation Unit Leader.

Operational Phase Actions

- ☐ Cartographic production of the standard map products.
- ☐ Data conversion, input, and editing.
- ☐ Data and project documentation.
- ☐ Supervise assigned GIS Staff.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Documentation Unit Leader Checklist

Responsibilities

The Documentation Unit leader is responsible for the maintenance of accurate, up-to-date incident files. The Documentation Unit will also provide duplication services. Incident files will be stored for legal, analytical, and historical purposes. Collect, organize and file all completed event or disaster related forms, to include: all SECC position logs, situation status reports, SECC action plans and any other related information, just prior to the end of each operational period. Assist the SECC IC in the preparation and distribution of the after-action report. Supervise the Documentation Unit.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from the Plans/Intelligence Chief.

Operational Phase Actions

- ☐ Maintain a position log.
- ☐ Meet with the Plans/Intelligence Section Chief to determine what SECC materials should be maintained as official records.
- ☐ Meet with the Operations Section Chief and Branch Director(s) to determine what SECC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- ☐ Initiate and maintain a roster of all activated SECC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ☐ Collect, organize and file all completed event or disaster related forms.
- ☐ Provide copying services to SECC staff.
- ☐ Reproduce and distribute the Situation Status Reports and Action Plans either manually or electronically. Ensure distribution is made to the Local EOC's.
- ☐ Keep extra copies of reports and plans available for special distribution as required.
- ☐ Set up and maintain document reproduction services for the SECC.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Reports Specialist Checklist

Responsibilities

The Reports Specialists are responsible for collecting and compiling Situation Reports from affected jurisdictions. This can be accomplished by contacting jurisdictions through the Local Liaison working in the jurisdiction, calling the local DES/EM coordinator, or from the Operation Section providing information that they have obtained.

Activation Phase Actions

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Obtain briefing from the Documentation Unit Leader or Plans/Intelligence Chief.

Operational Phase Actions

- ☐ Determine: location/area of assignment, types of information required, priorities, time limits for completion, and methods of communication.
- ☐ Obtain copy of SECC Action Plan for operation period.
- ☐ Obtain necessary equipment and supplies.
- ☐ Obtain DES-209 Situation Reports which would include information from the Situation Report Form out of the Local Government Disaster Information Manual.
- ☐ Obtain Situation Report information from operations personnel as appropriate.
- ☐ Assist in preparing maps and Situation Report displays for use in the SECC.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Advance Planning Unit Leader Checklist

Responsibilities

Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours. Review all available status reports, action plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic SECC objectives. Provide periodic briefings for the SECC IC and General Staff addressing Advance Planning issues. Supervise the Advance Planning Group.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from Situation Unit Leader or the Plans/Intelligence Chief.

Operational Phase Actions

- ☐ Maintain a position log.
- ☐ Monitor the current situation report to include recent updates.
- ☐ Meet individually with Command and General Staff and determine best estimates of the future direction of the event or disaster.
- ☐ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect SECC operations within a 36 to 72 hour time frame.
- ☐ Submit the advance plan to the Plans/Intelligence Chief for review and approval prior to conducting briefings for the Command, General Staff and SECC IC.
- ☐ Review action-planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the SECC IC when SECC activity shifts predominately to recovery operations.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.

Resource Unit Leader Position Checklist

Responsibilities

The Resource Unit Leader is responsible for establishing all check-in activities; preparation and processing of resource status change information; the preparation and maintenance of displays, charts, and lists which reflect the current status and location resources, transportation, and support vehicles; and maintaining a master check-in list of resources assigned. Supervise the Resource Unit.

Activation Phase Actions

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Obtain briefing from the Plans/Intelligence Chief.
- ☐ Establish check-in function.

Operational Phase Actions

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Coordinate closely with all units in the Logistics Section particularly supply, personnel, and transportation.
- ☐ As resource requests are received, post the request on a status board and track the progress of the request until filled.
- ☐ Status boards should track requests by providing at a minimum, the following information: date and time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- ☐ Work closely with other units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- ☐ Prepare and maintain the SECC displays including organization chart and resource allocation.
- ☐ Identify any resource surplus.
- ☐ Reassign personnel to other positions as appropriate.
- ☐ Maintain master roster of all resources checked in.
- ☐ Prepare assignment lists after planning meeting.
- ☐ Supervise Resource Unit Staff.
- ☐ Maintain SECC Time Record and ICS 214 activity log.

Deactivation Phase Actions

- ☐ Follow the Common Responsibilities Deactivation Phase Checklist.